



6800 Deane Hill Drive  
Knoxville TN 37919

# KJA Community Calendar Event Form

**AJCC BUILDING USAGE HOURS**  
**Monday-Thursday — 9:00 a.m.-9:00 p.m.**  
**Friday — 9:00 a.m.-5:00 p.m.**  
**Sunday — 11:00 a.m.-10:00 p.m.**

*Please check the online community calendar FIRST to make sure your date is available.*  
 If date(s) are available, this form must be completed to insure your event will be added to the community calendar.

(865) 690-6343 phone    (865) 694-4861 fax  
*office@jewishknoxville.org*

**Facility rental fees are due 1-week prior to event**

**NOTE: FOODS/BEVERAGES:**

*All foods brought for meals or refreshments must be dairy, vegetarian, or parve. No meat items.*

*Please contact the KJA Office with questions.*

**KJA Office Use:**

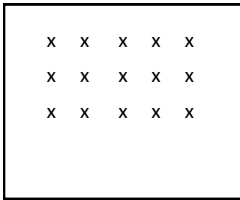
Added to Community Calendar on/by: \_\_\_\_\_

Facility Rental Fee:    Yes    No

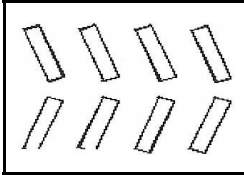
<b>Program Title:</b>	<b>Contact Name:</b>  <input type="checkbox"/> AJCC Member <input type="checkbox"/> Non-AJCC Member	<b>Contact Phone:</b>  <input type="checkbox"/> 690-6343	<b>Contact Email:</b>  <input type="checkbox"/> office@jewishknoxville.org
<b>Day(s) of Week:</b> <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Tues <input type="checkbox"/> Fri <input type="checkbox"/> Wed <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<b>Date(s):</b>	<b>Time:</b>	<b>Event is:</b> <input type="checkbox"/> One Time <input type="checkbox"/> Recurring
<b>Location Requested:</b> <input type="checkbox"/> Orwitz Room <b>Room 217</b> <input type="checkbox"/> Caller Auditorium (GYM) <b>Room 102</b> <input type="checkbox"/> Other: <b>Room</b>	<b>Estimated Attendance:</b>	<b>Room Set Up:</b> See reverse side for diagrams <input type="checkbox"/> Auditorium <input type="checkbox"/> Banquet <input type="checkbox"/> Board <input type="checkbox"/> Other	<b>Visual Aids Required:</b> <input type="checkbox"/> Screen <input type="checkbox"/> Easel <input type="checkbox"/> Other

Rental Fee: \$	Deposit \$	<input type="checkbox"/>
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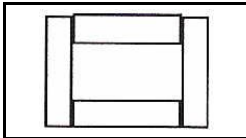
## BASIC ROOM SET UP OPTIONS



Auditorium Style



Banquet Style



Board Room Style

### **Auditorium Style**

please indicate number of chairs and any need for a head table

### **Banquet Style**

Please indicate # of attendees and # of serving tables needed

### **Board Room Style**

Please indicate # of attendees

Please clearly indicate, on the diagram, any adjustments you may need to your set up. If you do not see a set-up option that works for your program, please sketch your request in the adjacent space.

## OTHER REQUESTS